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| September 9<sup>th</sup> & 21<sup>st</sup>, 2020 | **CEHD Associate Dean for Faculty Affairs:** Conduct a Workshop on Promotion/Promotion and Tenure process  
Sept 9<sup>th</sup> (P&T faculty in year 4)  
Sept 21<sup>st</sup> (P&T faculty in years 1-3) |
| October 5, 2020   | **Department Heads**  
- Provide a list of upcoming candidate’s promotion or promotion and tenure to Associate Dean for Faculty Affairs.  
- Begin soliciting potential external reviewer names from candidates and compiling a second list of potential reviewers from higher-ranked faculty in candidate’s program and/or the same field of study  
**Candidate:** Begin drafting/revising candidate statement, updating the vitae, and identifying sample publications and other materials as appropriate (see candidate checklist). |
| December 5, 2020  | **Candidate:** Submits draft dossier and external review list to Department Head. |
| January 29, 2021  | **Department Heads:**  
- Identify initial pool of external reviewers from peer institutions that reflects a balance of names from the candidate and names from the faculty in his/her program/discipline.  
- **IMPORTANT:** Candidates should not have any contact with potential external reviewers to inquire about their willingness to write a letter.  
**Faculty Mentors:** Conduct a feedback review for candidate’s dossier to assist the candidate in preparing a compelling dossier before sending out for external review. |
| January 29, 2021  | **February 15, 2021**  
**Departments** must submit, for each candidate the following documents to Faculty Affairs office (via Interfolio)  
- College Chart (just with your department info)  
- Faculty Bio  
- Faculty Tenure Table  
- Faculty Summary Data Table  
- Faculty Grants Chart  
**Department Heads:**  
- Contact identified external reviewers and request participation.  
- Send candidate’s P&T materials to external reviewers. |
| March 8, 2021     | **March 31, 2021**  
External review letters due to department. |
| March 8, 2021     | **March 31, 2021**  
External review letters due to department. |
| September 10, 2021| **P&T Review Committee:** P&T committee review letters submitted to department. (Meeting date should be set up a year in advance). |
| September 24, 2021| **Department Heads**  
- Conduct review of each candidate’s dossier, external letters, and departmental P&T Committee letters and write DH evaluations to Dean  
- Forward each candidate’s full dossier (including departmental P&T Committee evaluations, DH evaluation, and cover sheet) to Associate Dean for college level reviews. (Use submission guidelines from the college.) |
| September 27 – October 1, 2021 | **Faculty Affairs Office:** Reviews dossiers for compliance with **University T&P Guidelines**; returns to Departments to make corrections |
| October 11, 2021  | **College Review Committee:** Submit committee letters reporting vote, recommendation and rationale to Associate Dean for Faculty Affairs. |
| October 22, 2021  | **College Review Committee:** Recommendation forwarded to Dean through Associate Dean for Faculty Affairs. |
| November 19, 2021 | **Dean:** Notifies DH of each candidate’s recommendation and submits the recommendation to DOF |